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IMPORTANT PROJECT REMINDERS

2010-2011 district calendars - once approved, please remember to submit a copy to your PCG account manager via e-mail or fax to 602-324-5091



LEAS RESPONDING TO COMPLIANCE REVIEW FINDINGS

All LEAs reviewed for compliance have the option to refute findings identified by PCG within the specified timeframe on the compliance review report.

If a LEA chooses to refute DSC and/or DSC Certification of Match Verification (DSC COM) findings, LEAs should submit to the reviewer all applicable documentation identified by student, area(s) of non-compliance, and justification for revision of compliance results. Examples of DSC and DSC COM documentation are listed below and must be clearly outlined as to what items are being refuted. In addition, student documentation for each child must be clearly identified to include the child's name and date of birth. It is the LEAs responsibility to ensure that when submitting documentation it is labeled properly and addressed to the compliance review department.

DSC Student Documentation for Each Child

- Child name
- Child date of birth
- Record access form
- Attendance records
- Child's multidisciplinary team (MET) evaluation report
- Special Education Eligibility Form
- Child's IEP
- Provider service logs
- Clinical notes (provider notes)
- Progress reports

Provider certification (certificate, license, CPR/First Aid, driver's licenses and Public Safety certification for bus drivers)

DSC Certification of Match Verification Worksheet (DSC COM):

DSC COM and Supporting Documentation for 2005-2006 School Year

- Documentation of student enrollment data
- Documentation of staff salaries, employer paid benefits and purchased professional services
- Documentation of LEAs actual expenditures less federal expended funds for each overhead item

All DSC and DSC COM documentation must be mailed to the following address:

Public Consulting Group
Attn: Compliance Review Department
101 North First Avenue, Suite 1800
Phoenix, AZ 85003



PCG POST



**PUBLIC
CONSULTING
GROUP**

101 N. First Avenue
Suite 1800
Phoenix, AZ 85003
Phone: 602-324-5090
Fax: 602-324-5091
Web: <http://web.pcgus.com/azschools>

If a LEA chooses to refute MAC findings, it is critical that the documentation is e-mailed to Rachel at rmosakowsk@pcgus.com or faxed to (602) 324-5091. Examples of MAC financial documentation is listed below and must be clearly outlined as to what items are being refuted.

MAC Financial Documentation (All claim data should be cash basis)

- Documentation of the quarterly **Salaries** paid for participants on the staff roster for the quarter audited. (amount and account code)
- Documentation of quarterly **Purchased Professional Services** paid for participants on the staff roster for the quarter audited. (amount and account code)
- Documentation of quarterly **Employer Paid Benefits** paid for participants on the staff roster for the quarter audited. (amount and account code) Including:

Can be based on % of Salary	Exact figures per Participant
FICA (Medicare & SS)	Health Insurance
Worker's Comp	Dental Insurance
Teacher Retirement	Vision Insurance
Teacher Retirement Long Term Disability (LTD)	Life Insurance
	Any other employer paid benefit

- Any variance in the documentation provided and the amount shown on the Cost Data reported to PCG should be explained. If this explanation is not provided, the claim is subject to recoupment.



AHCCCS PROVIDER REGISTRATION ACTIVITY REVIEW

As a reminder, AHCCCS regularly reviews their system to identify providers who have not submitted claims within a two year time span. For those providers that AHCCCS identifies as having no claim activity within that two year span, their provider status will be inactivated. Providers that have an inactive status and wish to begin submitted claims again will have to submit a new AHCCCS registration packet. The forms are located on the AHCCCS website at <http://azahcccs.gov/commercial/ProviderRegistration/packet.aspx>.



MAC RMTS COMPLIANCE FOR Q1-10

Thank you to the LEAs that have been working hard to meet and exceed the 85% compliance rate for Q1-10.

Currently the compliance rate for the Administrative Personnel cost pool is at approximately 97.57% which is up from 87.90 % in Q4-09. The Direct Service cost pool has a compliance rate of approximately 97.93% which is up from 90.53% in Q4-09. LEAs have done a great job in meeting and exceeding the 85% compliance rate. There were several LEAs, big and small, that met 100% compliance for the quarter.

For Q1-10 there were a total of 8 LEAs that did not meet the minimum 85% compliance rate. Of those 8 LEAs, seven (7) were LEAs with 10+ moments. PCG will be reaching out to those LEAs on an individual basis. Policies regarding sanctions will be forthcoming.

AHCCCS and PCG will continue to monitor LEA compliance and participation with the time study on a quarterly basis. LEAs should expect that penalties will result for failure to comply.

PCG provides excellent tools to assist MAC coordinators in monitoring employee participation. The weekly RMTS compliance report displays all sampled moments for the quarter by LEA and which moments have been submitted. The RMTS system also generates reports to assist MAC coordinators in managing the MAC program throughout the quarter.